



BUSINESS OPERATIONS MANAGER

Job description and applicant information pack





About Cricket Scotland

Cricket Scotland is the national governing body for the sport of cricket in Scotland. It is responsible for organising and developing the game at all levels, from grassroots participation to elite international competitions.

The organisation's primary goal is to promote and enhance the growth of cricket in Scotland, both in terms of player development and the overall popularity of the sport. Cricket Scotland's new four-year strategy focuses on this goal through a desire to unite people and communities through cricket.

Cricket has a long history in Scotland, with records dating back to the 18th century. Scotland became an associate member of the International Cricket Council (ICC) in 1994.

The Scotland men's and women's national cricket teams compete in various international tournaments and both teams have achieved recent notable successes, with memorable victories against higher-ranked teams

and impressive performances in global competitions. These achievements have helped raise the profile of cricket in Scotland and inspire more young players to pursue the sport. The senior teams' successes have been backed up by the men's and women's U19 teams consistently reaching their respective ICC World Cups.

Cricket Scotland is actively involved in developing cricket at the grassroots level. The organisation supports and organises various leagues, tournaments, and coaching programmes throughout the country. These initiatives aim to increase participation, identify talented players, and provide them with the necessary training and resources to progress in the sport.





Our Values

Our core values are central to everything we do. They describe what is important to us, how we will work together to achieve our goals, and the behaviours we look for – and those we discourage – in our interactions with each other.

- We are proud to be **diverse**, committed to being **inclusive** and **welcoming**.
- We are **transparent and accountable** to ourselves and our sport.
- We ensure **people are central** to everything we do.
- We are **bold and brave** to drive the sport forward.
- We always remember cricket should be **enjoyable for all**.



The Role

The Business Operations Manager is a key senior role within Cricket Scotland, responsible for ensuring the organisation operates effectively, efficiently and sustainably across its core business functions.

Reporting to the Chief Executive Officer and working closely with the Senior Leadership Team, Board, relevant Committees, outsourced finance providers and external partners, the postholder will lead and strengthen Cricket Scotland's financial management, business operations, governance support and organisational systems.

Working within a model where core financial and payroll services are delivered by outsourced providers, this role acts as the internal finance lead, ensuring those services are effectively managed, outputs are robust, and financial information is translated into meaningful insight for the business.

This includes providing operational support to the Chief Executive, Senior Leadership Team and Budget Managers for budgeting, forecasting, management reporting, cashflow monitoring, funding and grant reporting, audit preparation, financial controls and compliance.

Beyond finance, the Business Operations Manager will support the effective running of the organisation through strong administrative, operational and governance processes. They will contribute to business planning, risk management, continuous improvement, supplier and contract management, and the development of policies and procedures that help Cricket Scotland operate as a modern, well-governed national sporting body.

This is a hands-on, analytical and business-facing leadership role, suited to a proactive and solutions-focused professional who can combine financial discipline with operational oversight, collaborative working and a clear commitment to the long-term sustainability and success of cricket in Scotland.





Key Responsibilities

Business Partnering and Decision Support

- Act as Cricket Scotland's internal lead for business operations and for coordinating the organisation's relationship with its outsourced finance partner, providing clear advice, support and challenge to colleagues, budget holders and senior leaders.
- Act as the primary internal liaison with Framework Advisory, Cricket Scotland's outsourced financial services provider, and other business services providers and partners, as appropriate.
- Work closely with the CEO, Senior Leadership Team, Board Committees, Framework Advisory and other external business services providers to support effective organisational planning, financial oversight and decision-making.
- Support continuous improvement of outsourced business operations processes and reporting to ensure compliance with all legislation and regulatory guidance
- Working with the outsourced partners, ensure delivery of accurate and timely financial data, payroll processing, VAT returns etc.

- Lead on Cricket Scotland's business relationships to ensure to the provision of high quality products and services to suit the needs of the business.

Financial Reporting and Management Accounts

- Ensure outsourced financial services provide accurate, timely and meaningful financial reporting, including income, expenditure, cashflow, budget performance and variance analysis.
- Support the preparation of financial reports and supporting papers for the CEO, Senior Leadership Team, Board and relevant Committees.
- Monitor financial performance against budget, highlighting key risks, opportunities, trends and variances.
- Ensure budget holders receive clear and accessible financial information to support effective decision-making and budget management.
- Support the development of reporting formats, dashboards and management information that improve organisational oversight and accountability.

Budgeting, Forecasting and Analysis

- Coordinate Cricket Scotland's internal input into the annual budgeting and reforecasting processes, working closely with budget holders, senior leaders and the outsourced finance partner responsible for leading financial planning, modelling, forecasting and budgeting.
- Develop and maintain financial models, scenario planning tools and analysis to support organisational planning, investment decisions and long-term sustainability.
- Provide financial and business analysis to support programme delivery, operational planning, commercial activity, funding decisions and strategic priorities.
- Working with Framework Advisory to monitor cashflow requirements and support effective planning of organisational resources.
- Assist budget holders in understanding financial performance and to plan and managing income and expenditure effectively.
- Manage overseas transactions to ensure Cricket Scotland optimises its returns from foreign currency payments.





Key Responsibilities Cont.

Funding, Grants and Partnerships

- Act as the lead point of contact for sportscotland and the International Cricket Council for all financial reporting and monitoring for funding agreements working with Framework Advisory to prepare timely and accurate reports by their due dates.
- Work with outsourced finance providers and internal colleagues to ensure funding reports, grant claims and monitoring returns are accurate, timely and compliant with funder requirements.
- Assist where required with financial elements of funding applications, investment cases and partnership reporting.
- Work collaboratively with colleagues to ensure funded programmes are planned, monitored and reported effectively.

Audit, Compliance and Controls

- Support the External Audit relationship including preparation for the annual external audit, collation of working papers and liaison with auditors seeking support from the Fractional Finance Director as required.

- Ensure financial records, controls, processes and procedures are accurate, complete, compliant and audit-ready.
- Maintain and regularly review financial policies, procedures and guidance, including the Finance Procedures Manual.
- Support compliance with statutory obligations including Companies Act requirements.
- Oversee and strengthen internal financial controls, authorisation processes, procurement practices and organisational procedures.
- Ensure appropriate handling of confidential, sensitive and commercially relevant information, including Subject Access Requests.

Governance and Continuous Improvement

- Support strong governance and business operations across Cricket Scotland, working with the CEO, Board, Committees and Senior Leadership Team as required.
- Manage the maintenance and development of organisational policies, procedures, risk registers, registers of interest and compliance records.

- Oversee and improve administrative (including onboarding), digital and business systems to support efficient organisational delivery.
- Manage or support supplier contracts, service agreements, insurance arrangements and other operational requirements.
- Contribute to organisational planning, performance monitoring, risk management and business continuity arrangements.
- Identify and implement improvements to systems, processes and ways of working that enhance efficiency, accountability and organisational resilience.
- Support administrative or business support staff where required, promoting high standards, effective communication and a collaborative working culture.
- Work collaboratively across Cricket Scotland's performance, development, competitions and corporate functions to support effective delivery nationwide.

This job description is not intended to be exhaustive. It outlines the main duties and responsibilities of the role and may be reviewed and updated periodically to reflect the evolving needs and priorities of Cricket Scotland.



What We're Looking For

To be considered for this role, you should be able to demonstrate the following qualifications, knowledge, skills and experience:

- Degree-level qualification in finance, business management, accounting, governance or a related discipline, or equivalent relevant professional experience.
- Experience in a senior business operations, business management, finance coordination or organisational management role.
- Experience supporting effective organisational operations, including administration, business systems, policies, procedures and cross-team ways of working.
- Strong organisational and operational management skills, with the ability to coordinate people, processes, systems and information across a busy organisation.
- Experience preparing and managing budgets, financial reporting, forecasting and organisational planning processes.
- Strong financial literacy, with the ability to understand and interpret management accounts, budgets, forecasts, cashflow information and variance reports.
- Experience working with senior leaders, budget holders, Boards or Committees to support planning, reporting, governance and decision-making.
- High levels of integrity, professionalism and discretion when handling confidential or sensitive information.
- Ability to analyse, interpret and communicate complex financial, operational and performance information clearly to colleagues, senior leaders, Board members and Committees.
- Excellent stakeholder management and relationship-building skills, including the ability to work effectively with internal teams, external providers, suppliers, volunteers and partners.
- Strong organisational, planning and project management skills, with the ability to manage multiple competing priorities.
- Experience working with external providers, suppliers or professional advisers to coordinate services and manage relationships.
- A proactive, collaborative and solutions-focused approach, with a commitment to continuous improvement.
- Commitment to equality, diversity and inclusion.



Success Measures

Key Working Relationships

In this role, success will be demonstrated by:

- Delivering accurate, timely and insightful financial and operational information that supports effective decision-making.
- Building strong, trusted relationships with colleagues, Board members, Committees and external partners.
- Ensuring Cricket Scotland maintains high standards of governance, compliance and financial control.
- Continuously improving business processes, systems and organisational efficiency.
- Supporting a collaborative, customer-focused culture across the organisation.
- Contributing positively to the delivery of Cricket Scotland's strategic priorities and long-term sustainability.

Internal

- Chief Executive Officer
- Senior Leadership Team
- Board of Directors
- Board Committees
- Budget Holders

External

- Framework Advisory
- **sportscotland**
- International Cricket Council (ICC)
- Auditors
- Banking and insurance providers
- Suppliers and contractors
- Clubs, partners and other stakeholders





Why work for Cricket Scotland?

At Cricket Scotland, you'll be part of a passionate and purpose-driven team committed to growing the game, inspiring communities, and creating a more inclusive future for sport. We value collaboration, innovation, and the wellbeing of everyone who works with us.

When you join our team, you'll enjoy:

Generous holiday and flexible working

- 35.5 days' holiday each year (including public holidays).
- Enhanced sick pay provisions.
- Flexible and hybrid working arrangements to support your work-life balance.

Health and wellbeing support

- A Health Cash Plan, giving you money back on everyday health costs like dental, optical, and physiotherapy treatments.

- Access to 24/7 counselling and wellbeing support, plus online GP appointments.
- Mental Health First Aiders and an Employee Assistance Programme for confidential help whenever you need it.

Perks and unique experiences

- Tickets for international cricket matches so you can experience the sport you're helping to grow.
- Salary sacrifice schemes for cycle-to-work, home, and tech purchases, with savings of up to around 8% on a wide range of items.
- A welcoming, inclusive workplace culture where your voice is valued.

Career growth and development

- Opportunities for personal and professional development to help you thrive.
- A supportive environment that encourages learning, creativity, and progression.





Application Information

Salary: £36,384 - £41,266 per annum.

Hours of work: This is a full time role, working 37.5 hours per week.

While standard office hours are Monday to Friday, 9am–5pm, the nature of the role requires a high degree of flexibility. Evening and weekend working may be required.

Place of work: The normal place of work for this role is the National Cricket Academy, Edinburgh.

Cricket Scotland operates a hybrid-working model and, where appropriate, there will be flexibility to work from home on some days each week.

To apply for this post, please follow the link to our recruitment portal, where you will be asked to initially provide your personal details, and then to upload a copy of your CV and a cover letter that shows your interest in this role and what you will bring to the role.

If you require any adjustments to participate in the recruitment process, or if you have any other questions, please contact Michaela McLean at michaelamclean@cricketscotland.com.

Equality, Diversity and Inclusion Statement

Cricket Scotland is committed to creating a diverse and inclusive organisation that reflects the communities we serve. We actively welcome applications from individuals of all backgrounds, cultures, identities, and experiences. We believe that diversity of thought and lived experience strengthens our leadership and helps us better deliver our vision and strategy for the future of Scottish cricket. If you share our passion for the game and our ambition for its future, we encourage you to apply.

The closing date for applications is Sunday 12 July 2026.

To head to our recruitment portal and apply, please [Click here](#) 

